

official file~~SECRET~~INSTRUCTION NO.
LI 5-100-3LI 5-100-3
GENERAL
1 July 1955

SUBJECT: Preparation and Processing of Agency Regulatory Issuances

REFERENCE: Agency Regulation [REDACTED] dated 19 October 1953

25X1A

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1. GENERAL

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This instruction implements Agency Regulation [REDACTED] and establishes responsibilities and procedures regarding the preparation, processing, and control of Agency Regulatory issuances prepared by the Office of Logistics.

2. DEFINITION

Agency regulatory issuances as used herein mean those issuances for which the responsibility for development and maintenance rests with the Office of Logistics, and include the various types of issuances referred to in paragraph 3.a of [REDACTED]

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3. POLICY

- a. Officially approved courses of action intended to express continuing Agency policy and procedure necessary or desirable for the control and direction of Agency activities, with respect to logistical matters, will normally be prescribed in Agency regulatory issuances.
- b. Whenever a need is determined to exist for new or revised logistics issuances, the preparation of such issuances shall be assumed by, or assigned to, the Staff or Division of the Office of Logistics having primary functional responsibility for the subject.

4. RESPONSIBILITY

- a. Each Staff and Division Chief is responsible for:

- (1) Recommending and preparing Agency regulatory issuances which are essential and required for the performance of his mission and the overall logistics mission.

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No Change in Class. ☐
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- (2) Ensuring that proposed issuances are developed in working level collaboration with internal Office components who have substantially related or interdependent responsibilities and functions, or whose activities or personnel are substantially affected by the proposed issuance.
- (3) Effecting the necessary working level collaboration with other Agency components in accordance with referenced regulation.
- (4) Ensuring that problems or points of disagreement which arise during the development or working level collaboration of proposed issuances are promptly resolved by further discussion with the component concerned or, if necessary, by referring the problem to the Administrative Staff for resolution.
- (5) Preparing the necessary drafts and other information for submission to the Chief, Regulations Control Staff in accordance with paragraph 5a(5)(d) of the referenced regulation.
- (6) Designating an employee (GS-12 or above) to act as Regulations Coordination Officer, to whom all routine matters concerning regulatory issuances may be referred.

b. The Chief, Administrative Staff is responsible for:

- (1) Planning and directing the regulatory program for the Office.
- (2) Establishing standards and procedures for the administrative control of Agency regulatory issuances.
- (3) Reviewing and approving all proposed regulatory issuances.
- (4) Assisting Staff and Division Chiefs in the determination of the need for Agency regulatory issuances and, if necessary, in resolving problems or points of disagreement which may arise.

5. RESOLUTION OF FORMAL COMMENTS

Comments received by the Regulations Control Staff as a result of formal coordination will be returned to the responsible Staff or Division through the Administrative Staff for resolution. Action will be undertaken promptly to resolve problems with the Agency component concerned. Unresolved problems will be referred to the Chief, Administrative Staff with appropriate information concerning the points of differences and with recommended solution. The Chief, Administrative Staff will ascertain the estimated date that the revised draft will be completed, and advise the Chief, Regulations Control Staff accordingly.

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6. PROCEDURES

a. Preparation of Initial Draft

- (1) The initial draft will be typed double space and in accordance with the format of recently published issuances. The upper right hand corner of each page will contain the number, the date, and the word DRAFT.

b. Internal Working Level Collaboration

- (1) The draft of the proposed issuance will be coordinated by the Staff or Division preparing the issuance with all internal components in accordance with paragraph 4a(2) above.

c. External Working Level Collaboration

- (1) Two copies of the draft will be submitted to Chief, Administrative Staff for review, prior to effecting external working level collaboration.
- (2) External working level collaboration will be effected with other Agency components in accordance with paragraph 5a(5)(a) of the referenced regulation.
- (3) When collaboration cannot be effected on a personal basis, the office contacted will be requested to furnish their comments within a reasonable time (by a specific date).

d. Preparation of Smooth Draft

- (1) Unresolved problems will be referred to the Chief, Administrative Staff prior to the preparation of the smooth draft.
- (2) Identify first smooth draft by noting "Draft A" in the upper right hand corner of each page of the draft immediately below the date. Succeeding drafts will be identified as "Draft B", or "C", etc.

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e. Submission of Smooth Draft

- (1) A transmittal memorandum (Form SF-64 Office Memorandum) will be prepared (not dated) for the signature of the Director of Logistics and addressed to Chief, Regulations Control Staff. The Chief, Administrative Staff will advise the originating office when the draft is to be submitted through the Deputy Director (Support) and in such cases, the transmittal memorandum will be prepared on white bond paper.
- (2) Transmittal memorandum will contain all pertinent information required by paragraph 5a(5)(d) of referenced regulation.
- (3) The Chief of Staff or Division, and his Regulation Coordinating Officer will initial yellow copy of transmittal memorandum in left margin.
- (4) A Memorandum for the Record will be prepared containing pertinent information required by the reader for necessary background.
- (5) Routing
 - (a) Routing and Record Sheet, Form 51-10, will be prepared and will indicate external routing only.
 - (b) Official Routing Slip, Form 30-4, will be prepared and will indicate internal routing. All issuances will be forwarded to the Director of Logistics through the Chief, Administrative Staff.

(6) Copies and Distribution

The number of copies of both the transmittal memorandum and the proposed issuance, and distribution thereof, will be as follows:

- Orig. and 1 - Addressee
- 1 - Official File (yellow)
- 1 - Originator
- Information copies required
- 1 - Signer's copy (memorandum only)

If the proposed issuance is to be forwarded through the DD/S, one additional copy will be prepared for his files. Transmittal Slip, Form 36-8, will be prepared and attached to each copy.

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7. ASSEMBLY

All papers will be assembled as follows:

- (a) Official Routing Slip (Form No. 30-4).
- (b) File and Routing Slip (Form No. 35-1).
- (c) Routing and Record Sheet (Form No. 51-10).
- (d) Transmittal memorandum (Form No. SF-64) with attached proposed issuance (items (c) and (d) stapled).
- (e) DD/S copy, if submitted through the DD/S.
- (f) Official file copy with copy of proposed issuance and supporting papers, if any (stapled).
- (g) Copy for originator.
- (h) Other information copies, if required.
- (i) Signer's copy.

FOR THE DIRECTOR OF LOGISTICS:


Chief, Administrative Staff

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OL/AS/EJC:sjv (1 July 1955)

Copy to:
Regulations Control Staff (2)

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